



FREDERICK MUNICIPAL AIRPORT

Randy McClement, Mayor

Richard Griffin, AICP, CECd, Director

2015 AIRPORT COMMISSION

Michael O'Connor
City of Frederick Alderman

Vacant
Citizen Representative

Steve Southworth
Rotating FBO Representative

Jon Harden
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Neil Lanning
Rotating FBO Representative

Jessica Fitzwater
Frederick County Council Member

Dan Loftus
Pilot Representative

Jim Piccirilli
Rotating FBO Representative

STAFF

Nick Sabo
Assistant Airport Manager

Rick Johnson
Airport Manager

Timothy Davis
Transportation Planner

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COMMISSION MEETING NOTES – NOT OFFICIAL DUE TO LACK OF QUORUM

AOPA National Aviation Community Center – 296 Bucheimer Road

December 3, 2015 – 7:00 PM

Commission Attendees: Jon Harden, Chairman; Ted Gregory, Vice-Chairman; Steve Southworth, FBO Representative

Absent: Michael O'Connor, Alderman; Dan Loftus, Pilot Representative; Jessica Fitzwater, Frederick County Council Member; Neil Lanning, Rotating FBO Representative; Jim Piccirilli, Rotating FBO Representative

Other Attendees: Rick Johnson, Airport Manager; Tim Davis, Transportation Planner; Nick Sabo, Assistant Airport Manager; David Severn, Offit/Kurman Attorneys At Law; Mike Sponseller, Hogan Properties; K.C. Reed, Dewberry Engineers; Joe Del Balzo, JDA Consultants; Brenda Tibbs, Frederick Flight Center; Arthur Dee, Citizen; Glen Baker, Citizen; Everett Hart, Citizen

The Airport Commission Meeting began at 7:00 PM. Commission Chairman, Jon Harden stated that since there was no quorum the meeting would be considered informational only.

A. Approval of Minutes

No minutes were approved due to lack of quorum.

B. Old Business

C. Project Updates

1. Bailes Lane Demo, AIP 3-24-0017-2015-41 – Rick provided an overview of the Bailes Lane demolition project. The project has been ongoing since Nov 19, 2015. The project includes provisions for crushing the building foundations and storing on-site, a portion of which will be used by the City for the Monocacy Blvd project. Also part of this grant is a project to relocate a Washington Gas line. The plans and contract are in final review, and the latter will be presented to Mayor and Board for approval on Dec 17, 2015.

2. Wildlife Hazard Assessment (WHA), AIP 3-24-0017-2015-40 – Rick explained that the project entails a FAA-certified biologist on-site for a year beginning in January conducting a study of the wildlife at the airport. The findings of the assessment will help create a plan to mitigate any identified hazards. The project will have a kickoff meeting on Dec 15, 2015.

3. Snow Removal Equipment (SRE) Building, MAA-GR-16-002 – A sketch plan has been submitted to the City for a new SRE facility at the corner of Bucheimer Rd. and Hughes Ford Rd. Art asked about funding for the SRE building. Rick explained that the MAA offered a grant for about \$139K for design and permitting, of which the City is responsible for 25%, or about \$34K. MAA has indicated a willingness to support \$500K in construction costs.

D. New Business

1. Schley Property by Clustered Spires Property Group LLC – Tim introduced the team from the Clustered Spires Property Group. At this time, there is no application with the City pertaining to this property. David Severn explained that the group is exploring submitting an application for conditional rezoning to change the property from M-1 (light industrial) to MU-2 (mixed use floating district). Mike Sponseller provided an overview of the property and presented a rough sketch of a potential layout. The goal of the presentation was to begin a dialogue with the airport commission as the project moves forward.

2. Airport Logo – Rick requested to table this discussion until additional guidance is received.

3. FY 17 Budget – An itemized draft FY17 budget was presented by Rick. Meeting attendees were provided a spreadsheet of airport revenues and expenses. One change of note is that the CIP budget was raised to \$100K from \$50K based on anticipated FAA funding, of which the City is responsible for 2.5% of the total grant award. Also, a line item for “items for resale” is included to purchase logo-branded shirts as part of an increased marketing effort for the airport.

The 2016 airport fee study results were presented by Nick. He reviewed the process that was adopted last year and explained the findings for this year. The data supports a 0.6% rate increase for FY17. The Airport Commission voted last year to assess an annual 3% increase. Airport staff did not include a rate increase in the proposed budget. The commission will have the opportunity to vote on a rate increase in January.

4. Frederick Area Committee for Transportation (FACT) – Tim gave an overview of the purpose and role of FACT. They have an opening for an airport liaison, and Tim was asked to inquire with the commission to see if anyone was interested.

E. Commissioner Reports

F. Public Comment

1. Art Dee – Art asked about the results of the airport SWOT analysis. Rick responded that the feedback was compiled, but at this time we are just looking into logo development. Art also asked about the status of a previous discussion about asking the County to start contributing to the airport operating expenses once again. Rick told him that City leadership is aware of our position and the topic will be addressed by the Mayor’s Office.

2. Glen Baker – Glen is a resident of Tulip Hill and complained about the noise from aircraft headed southbound from the airport. He stated that aircraft are drifting more to the east over his development, and he requested that they fly more to the west instead. Jon said that he will work with Rick to step up our efforts to promote the airport’s optional noise abatement program.

G. Announcements – None.

The meeting ended at 8:30 PM. The next scheduled commission meeting will be held January 28, 2015 at 7:00 PM at the Department of Public Works (DPW) Training Room, 111 Airport Drive East.

Meeting notes prepared by Nick Sabo, Assistant Airport Manager